

Adair Estate

Concierge Role and Responsibilities

The residents of the Adair Estate value the services of an on-site concierge. To allow the role to function smoothly, the Adair Estate Unit Homeowners Association (“HOA”) has drafted the following guidelines to identify the role, responsibilities, and expectations for the Adair Concierge.

Regular Duties

- Tuesday afternoon/evening: Place trash and recycling receptacles on appropriate street curbs for pick-up. Stay informed of City of Atlanta pick-up days for holidays. “Holidays” are New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas.
- Wednesday afternoon/evening: Retrieve empty trash and recycling receptacles and replace in appropriate locations for resident use.

Special Duties

- Guest Suite: Manage online reservation schedule for guest suite and share with the HOA Board member in charge of Housekeeping. Wash all sheets and towels between guest visits, clean and dust the suite and bathroom, and replenish supplies. Maximum stay for guests is three (3) nights; for longer visits, the HOA Board President must approve in advance. Rent for the guest suite is \$50 per night for up to three (3) nights, said rent being paid directly to the HOA Board President or Treasurer. Lessee will receive a monthly rent credit of \$35 per 1-3-night visit for cleaning the guest suite, with the credit to be applied to the next month’s rent.
- Outside Lighting: Replace lightbulbs in common areas of the Mansion, and outside lightbulbs on the property.
- Property Security: Walk around the property and notify the Board of any suspicious or unsafe conditions.
- Resident Requests: Residents may ask Lessee to perform other tasks (e.g. watering plants, transporting to/from airport, feeding pets, forwarding mail), with fees to be negotiated between Lessee and residents. Lessee is under no obligation to accept such tasks.